



SECRET

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER

PERSONNEL ACTIONS AFFECTING CIG CIVILIAN EMPLOYEES
WHO ARE PAID FROM VOUCHERED FUNDS

25X1A

25X1A

1. Procurement

a. The Personnel Division, Personnel and Administrative Branch, CIG, is charged with:

- (1) Maintaining, in coordination with the Finance Division, current data showing authorized existing vacancies (both grades and positions) in all CIG offices and Staff Sections.
- (2) Close and constant coordination with CIG offices and Staff Sections to determine priority of personnel requirements to insure continued efficient operation.
- (3) Obtaining from the Civil Service Commission approval of job classifications covering all CIG civilian positions requiring such approval.
- (4) Determining, and maintaining constant contact with, all available potential sources of qualified individuals to fill authorized CIG vacancies. Such contacts will be continually exploited to the extent necessary to insure availability of qualified individuals to fill vacancies as they occur.
- (5) Close coordination with the Security Division, Personnel and Administrative Branch, CIG to expedite to the fullest possible extent all action in connection with final security clearance of prospective employees.
- (6) Initial contact with prospective employees and expeditious completion of all administrative action required to employ those found qualified to fill authorized vacancies.
- (7) Obtaining approval of appropriate Office or Staff Section Head prior to hiring any employee to fill an authorized vacancy, except for clerical and administrative positions in grades CAF-1 to CAF-5, inclusive, which may be filled without reference to the Office or Staff Section concerned.

b. Office and Staff Section Heads are charged with:

- (1) Initiating Forms No. 37-8 (Recruitment Request) in triplicate, covering personnel requirements to fill essential authorized vacancies, and 37-3 (Personnel Action Request) in duplicate, covering employment of acceptable individuals, and routing the forms to

the Personnel Division for action.

(2) Final interview and acceptance or rejection of prospective employees to fill vacancies under their jurisdiction, except clerical and administrative personnel to be appointed in grades CAF-1 to CAF-5 inclusive.

(3) Providing advice and assistance in the preparation of job classifications.

(4) Making no commitments regarding employment or salary to individuals who may be contacted directly prior to reference to Personnel Division.

2. Processing Procedures.

a. Complete Forms 57 (Application for Employment) and 38-1 (Personal History Statement) will be obtained from prospective employee by Personnel Division.

b. In cases where clerical and administrative positions in grades CAF-1 to CAF-5 inclusive are involved, qualification of applicant to hold position will be determined by Personnel Division, and, if found qualified, Form 38-1 sent to Security Division for security clearance.

c. In cases other than those specified in par. 2b above:

(1) Forms will be sent to Office or Staff Section when appropriate vacancy exists requesting recommendation for or against employment and, if acceptable, indication of grade and position to be filled.

(2) Upon return of papers to Personnel Division, if applicant is acceptable, final determination of qualifications to fill grade and position recommended will be made and Form 38-1 sent to Security Division for security clearance.

(3) Cases involving disagreement between the using agency and the Personnel Division will be sent by the Executive for Personnel and Administration, together with full statement of facts, to the Executive Director for decision, if the Executive for Personnel and Administration cannot arrive at an agreement with the requesting office.

(4) Personnel Division will initiate all rejection notices to applicants.

d. (1) Immediately upon receiving security clearance, action to complete employment processing will be expedited by Personnel Division and employee assigned.

(2) If Security Division recommends against employment, appropriate notification will be sent to applicant by Personnel Division and case closed.

(3) Any disagreement between Security Division and/or Personnel Division and Office or Staff Heads will be referred to the Executive Director for decision, in the event the Executive for Personnel and Administration cannot arrive at an agreement with the requesting office.

3. Personnel Division will obtain sufficient information from the Finance Division to keep budget restrictions on personnel procurement current at all times. Individual cases will not normally be referred to the Finance Division for clearance.

4. Approval of Personnel Actions.

a. Delegation of Authority dated September 6, 1946, signed by the Director Central Intelligence authorized the Chief, Personnel Division, to approve personnel actions for the CIG. It is the responsibility of the Chief, Personnel Division, to ascertain that CIG policy and the standards established by the Civil Service Commission are observed in connection with the employment of all vouchered civilian employees.

b. (1) The Chief, Personnel Division, Personnel and Administrative Branch, may take final action for the Director in cases involving grades CAF-1 to 12 inclusive, and P-1 to P-5 inclusive, provided the head of the interested Office or Staff Section concurs.

(2) The Executive Director must approve for the Director final hiring in all cases involving grades from CAF-13 to CAF-15 inclusive, and P-6 to P-8 inclusive. Concurrence of the head of the interested Office or Staff Section will be obtained by the Personnel Division prior to presentation to the Executive Director for decision.

(3) Any doubtful cases and those involving disagreement between the Personnel Division and the Office or Staff Section Head concerned, will be referred to the Executive Director for decision, in the event the Executive for Personnel and Administration cannot reach a satisfactory agreement with the requesting office.

5. Transfers and Reclassification of Positions.

Action to secure reclassification of established positions and

transfers of individuals between Office or Staff Sections will be


handled generally in the same manner as indicated above, except for security check. No action on the part of individuals or Office and Staff Heads is required to effect automatic within grade salary increases.

6. Terminations.

Request for termination of employment in the case of any employee will be initiated by the appropriate Office of Staff Section Head on Form 37-3, and forwarded to the Personnel Division accompanied by a detailed statement of the reasons for recommending termination. Upon receipt of such request, Personnel Division will take appropriate action in accordance with existing regulations.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A



Deputy Executive for Personnel
and Administration...

NOTE: This document is classified "SECRET" only because of the subject rather than the contents.

SECRET

CENTRAL INTELLIGENCE GROUP AGENCY

C.I.G. ADMINISTRATIVE ^{Inst} ORDERPERSONNEL ACTIONS AFFECTING CIG CIVILIAN EMPLOYEES
WHO ARE PAID FROM VOUCHERED FUNDS

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1. Procurement

- a. The Personnel Division, Personnel and Administrative Branch, CIG, is charged with:

(1) Maintaining in coordination with the Finance Division, current data showing authorized existing vacancies (both grades and positions) in all CIG offices and Staff Sections.

(2) Close and constant coordination with CIG offices and Staff Sections to determine priority of personnel requirements to insure continued efficient operation.

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(3) Obtaining [redacted] Service Commission approval of job classifications [redacted] civilian positions requiring such approval.

(4) Determining [redacted] constant contact with, all available potential [redacted] individuals to fill authorized CIG vacancies. Such contacts will be continually exploited to the extent necessary to insure availability of qualified individuals to fill vacancies as they occur.

(5) Close coordination with the Security Division, Personnel and Administrative Branch, CIG to expedite to the fullest possible extent all action in connection with final security clearance of prospective employees.

(6) Initial contact with prospective employees and expeditious completion of all administrative action required to employ those found qualified to fill authorized vacancies.

(7) Obtaining approval of appropriate Office or Staff Section Head prior to hiring any employee to fill an authorized vacancy, except for clerical and administrative positions in grades CAF-1 to CAF-5, inclusive, which may be filled without reference to the Office or Staff Section concerned.

- b. Office and Staff Section Heads are charged with:

(1) Initiating Forms No. 37-8 (Recruitment Request) in triplicate, covering personnel requirements to fill essential authorized vacancies, and 37-3 (Personnel Action Request) in duplicate, covering

employment of acceptable individuals, and routing the forms to the Personnel Division for action.

- (2) Final interview and acceptance or rejection of prospective employees to fill vacancies under their jurisdiction, except clerical and administrative personnel to be appointed in grades CAF-1 to CAF-5 inclusive.
 - (3) Providing advice and assistance in the preparation of job classifications.
 - (4) Making no commitments regarding employment or salary to individuals who may be contacted directly prior to reference to Personnel Division.
2. Processing Procedures.
- a. Complete Forms 57 (Application for Employment) and 38-1 (Personal History Statement) will be obtained from prospective employee by Personnel Division.
 - b. In cases where clerical and administrative positions in grades CAF-1 to CAF-5 inclusive are involved, qualification of applicant to hold position will be determined by Personnel Division, and, if found qualified, Form 38-1 sent to Security Division for security clearance.
 - c. In cases other than those specified in par. 2b above:
 - (1) Forms will be sent to Office or Staff Section when appropriate vacancy exists requesting recommendation for or against employment and, if acceptable, indication of grade and position to be filled.
 - (2) Upon return of papers to Personnel Division, if applicant is acceptable, final determination of qualifications to fill grade and position recommended will be made and Form 38-1 sent to Security Division for security clearance.
 - (3) Cases involving disagreement between the using agency and the Personnel Division will be sent by the Executive for Personnel and Administration, together with full statement of facts, to the Executive Director for decision, if the Executive for Personnel and Administration cannot arrive at an agreement with the requesting office.
 - (4) Personnel Division will initiate all rejection notices to applicants.
 - d. (1) Immediately upon receiving security clearance, action to complete employment processing will be expedited by Personnel Division and employee assigned.

(2) If Security Division recommends against employment, appropriate notification will be sent to applicant by Personnel Division and case closed.

(3) Any disagreement between Security Division and/or Personnel Division and Office or Staff Heads will be referred to the Executive Director for decision, in the event the Executive for Personnel and Administration cannot arrive at an agreement with the requesting office.

3. Personnel Division will obtain sufficient information from the Finance Division to keep budget restrictions on personnel procurement current at all times. Individual cases will not normally be referred to the Finance Division for clearance.

4. Approval of Personnel Actions.

a. Delegation of Authority dated September 6, 1946, signed by the Director Central Intelligence authorized the Chief, Personnel Division, to approve personnel actions for the CIA. It is the responsibility of the Chief, Personnel Division, to ascertain that CIA policy and the standards established by the Civil Service Commission are observed in connection with the employment of all vouchered civilian employees.

- b. (1) The Chief, Personnel Division, Personnel and Administrative Branch, may take final action for the Director in cases involving grades CAF-1 to 12 inclusive, and P-1 to P-5 inclusive, provided the head of the interested Office or Staff Section concurs.
- (2) The Executive Director must approve for the Director final hiring in all cases involving grades from CAF-13 to CAF-15 inclusive, and P-6 to P-8 inclusive. Concurrence of the head of the interested Office or Staff Section will be obtained by the Personnel Division prior to presentation to the Executive Director for decision.
- (3) Any doubtful cases and those involving disagreement between the Personnel Division and the Office or Staff Section Head concerned, will be referred to the Executive Director for decision, in the event the Executive for Personnel and Administration cannot reach a satisfactory agreement with the requesting office.

5. Transfers and Reclassification of Positions.

Action to secure reclassification of established positions and transfers of individuals between Offices or Staff Sections will be

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Approved For Release 2001/07/16 : CIA-RDP81-00728R000100050044-1


handled generally in the same manner as indicated above, except for security check. No action on the part of individuals or Office and Staff Heads is required to effect automatic within grade salary increases.

6. Terminations.

Request for termination of employment in the case of any employee will be initiated by the appropriate Office of Staff Section Head on Form 37-3, and forwarded to the Personnel Division accompanied by a detailed statement of the reasons for recommending termination. Upon receipt of such request, Personnel Division will take appropriate action in accordance with existing regulations.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Deputy Executive for Personnel
and Administration

NOTE: This document is classified "SECRET" only because of the subject rather than the contents.

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Approved For Release 2001/07/16 : CIA-RDP81-00728R000100050044-1

CENTRAL INTELLIGENCE GROUP

PERSONNEL AND ADMINISTRATIVE BRANCH
INTER-OFFICE ROUTING SLIP

FROM		TO	INITIALS	DATE
	EXECUTIVE FOR PERSONNEL AND ADMINISTRATION			
X	DEPUTY EXECUTIVE FOR PERSONNEL & ADMINISTRATION			
	CHIEF, PERSONNEL DIVISION			
	CHIEF, FINANCE DIVISION			
	CHIEF, SERVICES DIVISION			
	CHIEF, SECURITY DIVISION			
	CHIEF, PROJECTS SUPPORT DIVISION			
	CHIEF, COMMUNICATIONS DIVISION			
	CENTRAL RECORDS	X		

☐ APPROVAL ☐ INFORMATION ☐ DIRECT REPLY
☐ ACTION ☐ RETURN ☐ COMMENT
☐ RECOMMENDATION ☐ PREPARATION OF REPLY X ☐ FILE
☐ SIGNATURE ☐ CONCURRENCE ☐ DISPATCH

REMARKS:

25X1A

Adm. Order

TOP SECRET

SECRET

CONFIDENTIAL

RESTRICTED

UNCLASSIFIED

13 December 1946

Copy
9 Dec 1946

CENTRAL INTELLIGENCE GROUP

CIG ADMINISTRATIVE ORDER

PERSONNEL ACTIONS AFFECTING CIG CIVILIAN EMPLOYEES
WHO ARE PAID FROM VOUCHERED FUNDS

25X1A

25X1A

1. Procurement

a. The Personnel Division, P & A Branch, CIG, is charged with:

- (1) Maintaining, ^{in coordination with the Finance Division,} current data showing authorized existing vacancies (both grades and positions) in all CIG offices and Staff Sections.
- (2) Close and constant coordination with CIG offices and Staff Sections to determine priority of personnel requirements to insure continued efficient operation.
- (3) Obtaining from the Civil Service Commission approval of job classifications covering all CIG civilian positions requiring such approval.
- (4) Determining, and maintaining constant contact with, all available potential sources of qualified individuals to fill authorized CIG vacancies. Such contacts will be continually exploited to the extent necessary to insure availability of qualified individuals to fill vacancies as they occur.
- (5) Close coordination with the Security Division, P & A Branch, CIG, to expedite to the fullest possible extent all action in connection with final security clearance of prospective employees.
- (6) Initial contact with prospective employees and expeditious completion of all administrative action required to employ those found qualified to fill authorized vacancies.
- (7) Obtaining approval of appropriate Office or Staff Section Head prior to hiring any employee to fill an authorized vacancy, except for clerical and administrative positions in grades CAF-1 to CAF-5, inclusive, which may be filled without reference to the Office or Staff Section concerned.

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-2-

b. Office and Staff Section Heads are charged with:

- (1) Initiating Forms No. 37-8 (Recruitment Request) in triplicate, covering personnel requirements to fill essential authorized vacancies, and 37-3 (Personnel Action Request) in duplicate, covering employment of acceptable individuals, and routing the forms to the Personnel Division for action.
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- (3) Providing advice and assistance in the preparation of job classifications.
- (4) Making no commitments regarding employment or salary to individuals who may be contacted directly prior to reference to Personnel Division.

2. Processing Procedures:

- a. Completed Forms 57 (Application for Employment) and 38-1 (Personal History Statement) will be obtained from prospective employee by Personnel Division.
- b. In cases where clerical and administrative positions in grades CAF-1 to CAF-5 inclusive are involved, qualification of applicant to hold position will be determined by Personnel Division, and, if found qualified, Form 38-1 sent to Security Division for security clearance.
- c. In cases other than those specified in par. 2b above:
 - (1) Forms will be sent to Office or Staff Section when appropriate vacancy exists requesting recommendation for or against employment and, if acceptable, indication of grade and position to be filled.
 - (2) Upon return of papers to Personnel Division, if applicant is acceptable, final determination of qualifications to fill grade and position recommended will be made and Form 38-1 sent to Security Division for security clearance.

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- (3) Cases involving disagreement between the using agency and the Personnel Division will be sent ^{by the Executive for P & A,} together with full statement of facts, to the Executive Director for decision, ^{if the Executive for P & A cannot arrive at an agreement with the ~~requesting~~ ^{Finance} office.}
- (4) Personnel Division will initiate all rejection notices to applicants.

d. (1) Immediately upon receiving security clearance, action to complete employment processing will be expedited by Personnel Division and employee assigned.

(2) If Security Division recommends against employment, appropriate notification will be sent to applicant by Personnel Division and case closed.

(3) Any disagreement between Security Division and/or Personnel Division and Office or Staff Heads will be referred to the Executive Director for decision, ^{in the event the Executive for P & A cannot arrive at an agreement with the ~~requesting~~ ^{Finance} office.}

3. Personnel Division will obtain sufficient information from the ~~Budget~~ ^{Finance} Division to keep budget restrictions on personnel procurement current at all times. Individual cases will not normally be referred to the ~~Budget~~ ^{Finance} Division for clearance.

4. Approval of Personnel Actions.

a. Delegation of Authority dated September 6, 1946, signed by the Director Central Intelligence authorized the Chief, Personnel Division, to approve personnel actions for the CIG. It is the responsibility of the Chief, Personnel Division, to ascertain that CIG policy and the standards established by the Civil Service Commission are observed in connection with the employment of all vouchered civilian employees.

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-4-

(2) The Executive Director must approve for the Director final hiring in all cases involving grades from CAF-13 to CAF-15 inclusive, and P-6 to P-8 inclusive. Concurrence of the head of the interested Office or Staff Section will be obtained by the Personnel Division prior to presentation to the Executive Director for decision.

(3) Any doubtful cases and those involving disagreement between the Personnel Division and the Office or Staff Section Head con-

cerned, will be referred to the Executive Director for decision,

in the event the Staff Section for P&A cannot reach a satisfactory agreement with the requesting office.

5. Transfers and Reclassification of Positions.

Action to secure reclassification of established positions and transfers of individuals between Offices or Staff Sections will be handled generally in the same manner as indicated above, except for security check. *No action on the part of individuals or Office and Staff Heads is required to effect automatic within grade salary increases.*

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For the Director of Central Intelligence :

*M. D. M.
H. A. H.*

~~SECRET~~~~RESTRICTED~~

CENTRAL INTELLIGENCE GROUP
INTER-OFFICE ROUTING SLIP
(Revised 10 Sept 1946)

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR			
SECRETARY TO THE DIRECTOR			
✓ EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR			
ADVISORY COUNCIL			
(2) EXECUTIVE FOR PERSONNEL & ADMINISTRATION	✓		
CENTRAL RECORDS			
SECRETARY, NIA			
(1) CHIEF, INTERDEPARTMENTAL	✓	185	11 Dec
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			

25X1A

☒ APPROVAL ☐ INFORMATION ☐ DIRECT REPLY
☒ ACTION (2) ☐ RETURN ☐ COMMENT
☐ RECOMMENDATION ☐ PREPARATION OF REPLY ☐ FILE
☐ SIGNATURE ☐ CONCURRENCE ☐ DISPATCH

25X1A

REMARKS:

*Your draft also covered
Classify Secret
Add it classified*

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

*Secret because of
intimations in title
procedures restricted only.*

DISPOSITION FORM

1008

REFERENCES:

ENCLOSURES:

x

ACTION

DIRECT REPLY

RECOMMENDATION

COMMENT

SIGNATURE

FILE

INFORMATION

NOTE

RETURN

MAIL

PREPARATION OF REPLY

REMARKS: Attached are --

25X1A

1. My pencilled note to [REDACTED] dated 17 November on proposed procedures governing personnel actions on vouchered funds.
2. Your memo dated 19 November on same subject.
3. Memo from Mr. Saunders, Chief, Finance Division, dated 3 December covering our criticisms.
4. New draft of administrative order presented by Finance Division to be substituted for that previously submitted.
5. Draft prepared by me which I recommend be accepted and published in lieu of the two previously submitted by P & A.

25X1A

COLONEL, AGED

(Continue "Remarks" on back, if necessary)

TOP SECRET

SECRET

CONFIDENTIAL.

RESTRICTED

(216-S)

1008

19 November 1946

MEMORANDUM FOR [REDACTED] EXECUTIVE FOR
PERSONNEL AND ADMINISTRATION

STATINTL

STATINTL

1. Attached memo is unsatisfactory in its present form. It should be referred to [REDACTED] for revision under his supervision. I concur in his remarks and add the following:

a. Reference paragraph 2a, the authority should be cited. Also, paragraph 2 appears to be a policy statement; as such, it is incomplete. It infers that the Chief, Personnel Division, is the sole appointing authority within C.I.G.; this is not so. For example, the Director or Deputy will pass on certain appointments; Assistant Directors or their representatives will have to concur in others; you are reviewing all appointments grade CAF-10, the P grade equivalent, and higher. If this is to be a policy statement let's make it complete.

STATINTL

b. Paragraph 3a is vague along the same lines. Whenever you publish a new administrative memorandum pertaining to any subject of previous administrative memoranda on the same subject, it should be referred to if the two are consistent, and if not consistent, previous memoranda should be rescinded or revised.

STATINTL

c. Instructions for transfers (paragraph 6, this memo) are contained in Administrative Order [REDACTED]

d. Also, has this Administrative Order been checked throughout against C.I.G. Administrative Order [REDACTED], "Organization and Functions of the Personnel Division", particularly with reference to paragraph 7.

e. Reference rejection of personnel, paragraph 4e, you have an unnumbered memorandum containing instructions on how rejections will be handled. To repeat, whenever a new administrative memorandum is published it must be thoroughly checked with existing administrative memoranda, numbered or unnumbered, adequate references made, and previous instructions rescinded if necessary.

2. I understand you are working on a set of C.I.G. regulations which will include all existing administrative instructions. Preparation of these regulations will be much facilitated if the procedure outlined above is followed. Also there will be much less confusion by the people attempting to carry out the instructions.

Incl #2

Ridd
Scheme is O.K. Suggest
redraft with following
in view:

1. action in case of
disapproval of officer &
section heads' request for
personnel or promotions
is not covered.

2. Par 9 is somewhat
repetitious of steps previously
outlined & should be
incorporated in proper
order, earlier in draft.

10
17 Nov
3. Provision should be made
that requests fall within authorization
for grades & personnel.

Encl #1

- 2 -

3. I have not made a complete check of this document against all previous administrative orders, but have only cited examples. Further search may reveal others.

STATINTL



Assistant Executive Director

1 Incl. - Draft of
Administrative Order

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive for Personnel and Administration

DATE: 3 December 1946

FROM : Chief, Finance Division

SUBJECT: Procedure for Requesting Personnel Actions

STATINTL

This is in reference to [REDACTED] memorandum of 19 November 1946 which contained various comments and criticisms regarding the draft of a proposed procedure for Requesting Personnel Actions. This proposed procedure has been revised along the lines suggested by [REDACTED] and [REDACTED] and the revised draft is attached hereto. Your attention is directed to the following points:

STATINTL

STATINTL

1. Paragraph a of [REDACTED] memorandum requests that specific authority be cited. This has been done in the revised draft. It is not intended that the attached should be a policy order. The purpose and scope of this order is to instruct the operating officials so that they may request personnel actions on standard forms in a uniform manner. The purpose of the paragraph entitled "Authority" is to show the authority for the issuance of such instructions, and is not intended to be a complete policy statement. With respect to the authority to approve personnel actions, it is recognized that it is necessary for the Deputy Director, Assistant Directors and their representatives to pass on certain types of appointments before their final approval. However, the responsibility for the final approval is that of the Chief, Personnel Division. The law (USC 43) provides that only the head of an agency or his delegatee may approve personnel actions, and although the Director, Central Intelligence in a Delegation of Authority dated 6 September 1946 vested this authority in the Executive for Personnel and Administration, the Chief, Personnel Division and the Assistant Chief, Personnel Division, the Chief, Personnel Division is the CIG representative recognized by the Civil Service Commission as the appointing official for the agency.

STATINTL

STATINTL

2. Paragraph b of [REDACTED] memorandum requests that previous memoranda on the subject of recruitment be cited. So far as we have been able to determine there are no previous memoranda on the subject of recruitment.

STATINTL

STATINTL

3. Administrative Order [REDACTED] has been cited in the revised draft in accordance with the request contained in Paragraph c of [REDACTED] memorandum.

Encl #3.

STATINTL

4. Paragraph d of [REDACTED] memorandum requests that the Procedure for Requesting Personnel Actions be checked throughout with CIG Administrative Order [REDACTED]. This has been done and there appears to be no conflict between the two orders. STATINTL
5. Paragraph e of [REDACTED] memorandum requests that previous unnumbered memoranda on the subject of rejections be cited. This citation has been included in the revised draft. STATINTL
6. The recommendations made in [REDACTED] note have been incorporated in the revised draft. STATINTL

[REDACTED]

EDWARD R. SAUNDERS
Chief, Finance Division

CENTRAL INTELLIGENCE GROUPCIG ADMINISTRATIVE ORDER NO....PROCEDURE FOR REQUESTING PERSONNEL ACTIONS1. APPLICATION

This order is applicable only to those personnel actions affecting vouchered civilian employees of the CIG.

2. AUTHORITY

Delegation of Authority dated September 6, 1946 signed by the Director Central Intelligence authorized the Chief, Personnel Division to approve personnel actions for the CIG. It is the responsibility of the Chief, Personnel Division, to ascertain that CIG policy and the standards established by the Civil Service Commission are observed in connection with the employment of all vouchered civilian employees.

3. RECRUITMENT

a. The Personnel Division will conduct a recruiting program to provide qualified personnel to meet the needs of the agency and will make or clear all initial contacts with individuals under consideration for employment or assignment to CIG. It is recognized that, in recruiting certain specialized types of personnel, operating officials will wish to make direct contact with applicants whom they know to be proficient in particular fields of endeavor; arrangements for such direct contacts may be made with the Personnel Division. However, no official of an operating office or branch is authorized to make definite commitments to an individual regarding employment, salary, etc., without prior clearance from the Personnel Division, nor will commitments be made to military or naval personnel for employment in a civilian capacity without prior clearance and approval of the Chief, Personnel Division.

b. The normal procedure for the recruitment of civilian personnel will be as follows:

- (1) The operating office or branch will advise the Personnel Division of its personnel requirements on Recruitment Request Form No. 37-8, in line with established personnel ceilings.
- (2) The Procurement and Assessment Section, Personnel Division will arrange initial interviews with potentially eligible individuals and where they appear to be qualified will arrange for them to be interviewed by an official of the operating branch.

ok
JMS
12/2/44

Encl. #4

- (3) An applicant found to be suitable by the operating branch will be returned to the Procurement and Assessment Section, Personnel Division, and his employment may be requested by initiating Form No. 37-3, Personnel Action Request.

4. SECURITY CLEARANCE AND APPOINTMENT

- a. Prior to appointment, all personnel must receive security clearance in accordance with CIG policy and regulations.
- b. When a qualified candidate for a position has been found, and the office or branch has requested his employment on Form No. 37-3, the Personnel Division will secure application Form 57 in duplicate, unless these forms have been previously secured by the office or branch, and will have the individual execute Security Form No. 38-1, Personnel History Statement.
- c. Security Form No. 38-1 will be forwarded by the Personnel Division to the Security Division, and used as a basis for a thorough investigation of the individual. Upon completion thereof, the Personnel Division will be advised of the approval or disapproval.
- d. Upon notification that the individual is acceptable from the standpoint of security, the Personnel Division will ascertain that Form No. 57 and other pertinent documents are attached to Form No. 37-3 and will route the form and attachments to the Budget Section for review and approval as to availability of funds and compliance with agency personnel ceilings.
- e. After review and approval, the Budget Section will return the Form No. 37-3 to the Personnel Division for review and evaluation of the position by the Classification Section and/or an evaluation of the qualifications of the individual by the Procurement and Assessment Section.
- f. Upon favorable decision by the Classification and/or ^{PROCUREMENT AND} Assessment Sections the Chief, Personnel Division will approve the Form No. 37-3, issue a Personnel Action Notification and make appropriate distribution thereof.
- g. If the appointment of a prospective employee is disapproved for security or other reasons, the Form No. 37-3 will be returned to the initiating officer and the Chief, Personnel Division or the Chief, Personnel Procurement Section will, in accordance with the instructions contained in a memorandum dated 7 November 1946 signed by the Executive for Personnel and Administration, initiate and dispatch a letter to the individual advising him that he is no longer being considered for employment.

5. REPORTING FOR DUTY--NEW EMPLOYEES

- a. New employees will be notified by the Transactions Section, Personnel Division when to report for duty. Upon reporting for duty they will be given the oath of office, scheduled for physical examination, and advised how to make necessary arrangements for salary, allotments, withholding tax, bond deductions, etc.
- b. Prior to directing the employee to report for duty to the administrative officer or other appropriate official of the office or branch in which he is to be employed, the Transactions Section will arrange appointments for the individual with the Security Division for the purpose of securing an identification badge, taking security oath and receiving security indoctrination.

6. TRANSFERS

- a. Transfer of personnel from one duty station to another shall not be made without prior approval of the Chief, Personnel Division. Requests for such transfer should be initiated by the Office or Branch Chief on Form No. 37-3 and forwarded to the Personnel Division.
- b. Transfer of personnel between operating sections, divisions, branches or offices, or details exceeding 90 days shall not be made without the prior approval of the Chief, Personnel Division. Requests for such transfers or details must be cleared with and approved in writing by the Assistant Director, his Deputy or his Executive Officer, in accordance with the procedure outlined in Administrative Order [REDACTED] prior to initiating the request on Form 37-3 and a copy of the approval must be attached to the Form No. 37-3. The Personnel Action Request will include a description of the new duties of the employee in cases of details or transfers which involve the establishment of new positions. Form No. 37-3 will be approved by properly designated officials of the offices or branches concerned and forwarded to the Personnel Division.
- c. The Personnel Division will ascertain that all pertinent documents are attached and will route the Form No. 37-3 to the Budget Section for review and approval as to the availability of funds and compliance with agency personnel ceilings.
- d. After review and approval, the Budget Section will return the Form No. 37-3 to the Personnel Division for review and evaluation of the position by the Classification Section and/or an evaluation of the qualifications of the individual by the Procurement and Assessment Section.

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- e. Upon favorable decision by the Classification and/or ^{PROCUREMENT AND} Assessment Sections, the Chief, Personnel Division will approve the Form No. 37-3, issue a Personnel Action Notification, and make appropriate distribution thereof.
- f. In case of disapproval of the Personnel Action Request, the reasons for the disapproval will be noted on Form No. 37-3 and returned to the initiating officer.

7. CLASSIFICATION OF POSITIONS AND PROMOTIONS

- a. Requests for promotion of employees or reclassification of positions will be initiated by properly designated officials of the operating office or branch on Form No. 37-3 and forwarded to the Personnel Division.
- b. The Personnel Division will ascertain that all pertinent documents are attached and will route the Form No. 37-3 to the Budget Section for review and approval as to the availability of funds and compliance with agency personnel ceilings.
- c. After review and approval, the Budget Section will return the Form No. 37-3 to the Personnel Division for review and evaluation of the position by the Classification Section and/or an evaluation of the qualifications of the individual by the Procurement and Assessment Section.
- d. Upon favorable decision by the Classification and/or ^{PROCUREMENT AND} Assessment Sections the Chief, Personnel Division will approve the Form No. 37-3, issue a Personnel Action Notification and make appropriate distribution thereof.
- e. In case of disapproval of the Personnel Action Request, the reasons for the disapproval will be noted on the Form No. 37-3 and returned to the initiating officer.
- f. Automatic within grade salary increases will be effected by the Personnel Division in accordance with statutory requirements and no action on the part of the operating offices or branches will be required.

8. TERMINATIONS

- a. A request for the discharge of an employee may be initiated by the office or branch chief on Form No. 37-3 accompanied by a full explanation as to why the discharge is recommended. The Personnel Division will review the circumstances in each case and action will be taken in accordance with applicable regulations.

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CENTRAL INTELLIGENCE GROUPCIG ADMINISTRATIVE ORDER NO.PERSONNEL ACTIONS AFFECTING CIG CIVILIAN EMPLOYEES
WHO ARE PAID FROM VOUCHERED FUNDS

1. Procurement

a. The Personnel Division, P & A Branch, CIG, is charged with:

- (1) Maintaining current data showing authorized existing vacancies (both grades and positions) in all CIG offices and Staff Sections.
- (2) Close and constant coordination with CIG offices and Staff Sections to determine priority of personnel requirements to insure continued efficient operation.
- (3) Obtaining from the Civil Service Commission approval of job classifications covering all CIG civilian positions requiring such approval.
- (4) Determining, and maintaining constant contact with, all available potential sources of qualified individuals to fill authorized CIG vacancies. Such contacts will be continually exploited to the extent necessary to insure availability of qualified individuals to fill vacancies as they occur.
- (5) Close coordination with the Security Division, P & A Branch, CIG, to expedite to the fullest possible extent all action in connection with final security clearance of prospective employees.
- (6) Initial contact with prospective employees and expeditious completion of all administrative action required to employ those found qualified to fill authorized vacancies.
- (7) Obtaining approval of appropriate Office or Staff Section Head prior to hiring any employee to fill an authorized vacancy, except for clerical and administrative positions in grades CAF-1 to CAF-5, inclusive, which may be filled without reference to the Office of Staff Section concerned.

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b. Office and Staff Section Heads are charged with:

- (1) Initiating Forms No. 37-8 (Recruitment Request) in triplicate, covering personnel requirements to fill essential authorized vacancies, and 37-3 (Personnel Action Request) in duplicate, covering employment of acceptable individuals, and routing the forms to the Personnel Division for action.
- (2) Final interview and acceptance or rejection of prospective employees to fill vacancies under their jurisdiction, except clerical and administrative personnel to be appointed in grades CAF-1 to CAF-5 inclusive.
- (3) Providing advice and assistance in the preparation of job classifications.
- (4) Making no commitments regarding employment or salary to individuals who may be contacted directly prior to reference to Personnel Division.

2. Processing Procedures:

- a. Completed Forms 57 (Application for Employment) and 38-1 (Personal History Statement) will be obtained from prospective employee by Personnel Division.
- b. In cases where clerical and administrative positions in grades CAF-1 to CAF-5 inclusive are involved, qualification of applicant to hold position will be determined by Personnel Division, and, if found qualified, Form 38-1 sent to Security Division for security clearance.
- c. In cases other than those specified in par. 2b above:
 - (1) Forms will be sent to Office or Staff Section when appropriate vacancy exists requesting recommendation for or against employment and, if acceptable, indication of grade and position to be filled.
 - (2) Upon return of papers to Personnel Division, if applicant is acceptable, final determination of qualifications to fill grade and position recommended will be made and Form 38-1 sent to Security Division for security clearance.

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(3) Cases involving disagreement between the using agency and the Personnel Division will be sent, together with full statement of facts, to the Executive Director for decision.

(4) Personnel Division will initiate all rejection notices to applicants.

d. (1) Immediately upon receiving security clearance, action to complete employment processing will be expedited by Personnel Division and employee assigned.

(2) If Security Division recommends against employment, appropriate notification will be sent to applicant by Personnel Division and case closed.

(3) Any disagreement between Security Division and/or Personnel Division and Office or Staff Heads will be referred to the Executive Director for decision.

3. Personnel Division will obtain sufficient information from the Budget Division to keep budget restrictions on personnel procurement current at all times. Individual cases will not normally be referred to the Budget Division for clearance.

4. Approval of Personnel Actions.

a. Delegation of Authority dated September 6, 1946, signed by the Director Central Intelligence authorized the Chief, Personnel Division, to approve personnel actions for the CIG. It is the responsibility of the Chief, Personnel Division, to ascertain that CIG policy and the standards established by the Civil Service Commission are observed in connection with the employment of all vouchered civilian employees.

b. (1) The Chief, Personnel Division, P & A Branch, may take final action for the Director in cases involving grades CAF-1 to 12 inclusive, and P-1 to P-5 inclusive, provided the head of the interested Office or Staff Section concurs.

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(2) The Executive Director must approve for the Director final hiring in all cases involving grades from CAF-13 to CAF-15 inclusive, and P-6 to P-8 inclusive. Concurrence of the head of the interested Office or Staff Section will be obtained by the ~~Personnel~~ Division prior to presentation to the Executive Director for decision.

(3) Any doubtful cases and those involving disagreement between the Personnel Division and the Office or Staff Section Head concerned, will be referred to the Executive Director for decision.

5. Transfers and Reclassification of Positions.

Action to secure reclassification of established positions and transfers of individuals between Offices or Staff Sections will be handled generally in the same manner as indicated above, except for security check.

6. Terminations.

Request for termination of employment in the case of any employee will be initiated by the appropriate Office or Staff Section Head on Form 37-3, and forwarded to the Personnel Division accompanied by a detailed statement of the reasons for recommending termination. Upon receipt of such request, Personnel Division will take appropriate action in accordance with existing regulations.

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CENTRAL INTELLIGENCE GROUPC.I.G. ADMINISTRATIVE ORDER [REDACTED]

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PERSONNEL ACTIONS AFFECTING CIG CIVILIAN EMPLOYEES
WHO ARE PAID FROM VOUCHERED FUNDS

1. Procurement

a. The Personnel Division, Personnel and Administrative Branch, CIG, is charged with:

- (1) Maintaining, in coordination with the Finance Division, current data showing authorized existing vacancies (both grades and positions) in all CIG offices and Staff Sections.
- (2) Close and constant coordination with CIG offices and Staff Sections to determine priority of personnel requirements to insure continued efficient operation.
- (3) Obtaining from the Civil Service Commission approval of job classifications covering all CIG civilian positions requiring such approval.
- (4) Determining, and maintaining constant contact with, all available potential sources of qualified individuals to fill authorized CIG vacancies. Such contacts will be continually exploited to the extent necessary to insure availability of qualified individuals to fill vacancies as they occur.
- (5) Close coordination with the Security Division, Personnel and Administrative Branch, CIG to expedite to the fullest possible extent all action in connection with final security clearance of prospective employees.
- (6) Initial contact with prospective employees and expeditious completion of all administrative action required to employ those found qualified to fill authorized vacancies.
- (7) Obtaining approval of appropriate Office or Staff Section Head prior to hiring any employee to fill an authorized vacancy, except for clerical and administrative positions in grades CAF-1 to CAF-5, inclusive, which may be filled without reference to the Office or Staff Section concerned.

b. Office and Staff Section Heads are charged with:

- (1) Initiating Forms No. 37-8 (Recruitment Request) in triplicate, covering personnel requirements to fill essential authorized vacancies, and 37-3 (Personnel Action Request) in duplicate, covering

employment of acceptable individuals, and routing the forms to the Personnel Division for action.

(2) Final interview and acceptance or rejection of prospective employees to fill vacancies under their jurisdiction, except clerical and administrative personnel to be appointed in grades CAF-1 to CAF-5 inclusive.

(3) Providing advice and assistance in the preparation of job classifications.

(4) Making no commitments regarding employment or salary to individuals who may be contacted directly prior to reference to Personnel Division.

2. Processing Procedures.

a. Complete Forms 57 (Application for Employment) and 38-1 (Personal History Statement) will be obtained from prospective employee by Personnel Division.

b. In cases where clerical and administrative positions in grades CAF-1 to CAF-5 inclusive are involved, qualification of applicant to hold position will be determined by Personnel Division, and, if found qualified, Form 38-1 sent to Security Division for security clearance.

c. In cases other than those specified in par. 2b above:

(1) Forms will be sent to Office or Staff Section when appropriate vacancy exists requesting recommendation for or against employment and, if acceptable, indication of grade and position to be filled.

(2) Upon return of papers to Personnel Division, if applicant is acceptable, final determination of qualifications to fill grade and position recommended will be made and Form 38-1 sent to Security Division for security clearance.

(3) Cases involving disagreement between the using agency and the Personnel Division will be sent by the Executive for Personnel and Administration, together with full statement of facts, to the Executive Director for decision, if the Executive for Personnel and Administration cannot arrive at an agreement with the requesting office.

(4) Personnel Division will initiate all rejection notices to applicants.

d. (1) Immediately upon receiving security clearance, action to complete employment processing will be expedited by Personnel Division and employee assigned.

- (2) If Security Division recommends against employment, appropriate notification will be sent to applicant by Personnel Division and case closed.
- (3) Any disagreement between Security Division and/or Personnel Division and Office or Staff Heads will be referred to the Executive Director for decision, in the event the Executive for Personnel and Administration cannot arrive at an agreement with the requesting office.
3. Personnel Division will obtain sufficient information from the Finance Division to keep budget restrictions on personnel procurement current at all times. Individual cases will not normally be referred to the Finance Division for clearance.
4. Approval of Personnel Actions.
- a. Delegation of Authority dated September 6, 1946, signed by the Director Central Intelligence authorized the Chief, Personnel Division, to approve personnel actions for the CIG. It is the responsibility of the Chief, Personnel Division, to ascertain that CIG policy and the standards established by the Civil Service Commission are observed in connection with the employment of all vouchered civilian employees.
- b. (1) The Chief, Personnel Division, Personnel and Administrative Branch, may take final action for the Director in cases involving grades CAF-1 to 12 inclusive, and P-1 to P-5 inclusive, provided the head of the interested Office or Staff Section concurs.
- (2) The Executive Director must approve for the Director final hiring in all cases involving grades from CAF-13 to CAF-15 inclusive, and P-6 to P-8 inclusive. Concurrence of the head of the interested Office or Staff Section will be obtained by the Personnel Division prior to presentation to the Executive Director for decision.
- (3) Any doubtful cases and those involving disagreement between the Personnel Division and the Office or Staff Section Head concerned, will be referred to the Executive Director for decision, in the event the Executive for Personnel and Administration cannot reach a satisfactory agreement with the requesting office.
5. Transfers and Reclassification of Positions.
- Action to secure reclassification of established positions and

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handled generally in the same manner as indicated above, except for security check. No action on the part of individuals or Office and Staff Heads is required to effect automatic within grade salary increases.

6. Terminations.

Request for termination of employment in the case of any employee will be initiated by the appropriate Office of Staff Section Head on Form 37-3, and forwarded to the Personnel Division accompanied by a detailed statement of the reasons for recommending termination. Upon receipt of such request, Personnel Division will take appropriate action in accordance with existing regulations.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Deputy Executive for Personnel
and Administration...

NOTE: This document is classified "SECRET" only because of the subject rather than the contents.

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